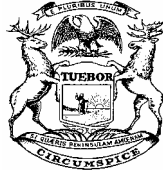


Position Available Court Security Officer, Detroit Office

Michigan Court of Appeals
Security Division
Salary Range: \$35,475.12 to \$45,246.96



DUTIES: Reports to the Lead Security Officer. Provide armed security presence at Court of Appeals facilities to ensure the safety and security of employees and visitors. Greet and monitor visitors to the court. Provide assistance to visitors to the court by answering questions, providing assistance or escorting persons to or from their destinations. Scan visitors through a metal detector and inspect visitor packages using x-ray equipment provided by the court. Summon Police or Security Officers for any situations or incidents as necessary. Receive and address complaints of suspicious activity. Conduct investigations to determine appropriate action. Evaluate security risks and recommend appropriate action. Serve as courier, receive and make deliveries of confidential materials to various destinations. Accompany the Judges to out-of-town locations and provide security appropriate to the activity. Make trips to and contact local authorities at out-of-town locations to assess security and safety needs, and plan and implement security arrangements

LOCATION: Cadillac Place, Detroit, MI. Occasional travel to other Court offices or to law schools (both in-state and out-state) is required.

EDUCATION: Associate's Degree or equivalent with course in criminal justice or related field.

SKILLS: Three or more years of experience as a police officer or related security experience providing knowledge of security systems and procedure.

Valid Michigan driver's license and Concealed Weapons Permit and the ability to successfully complete a weapons proficiency program required.

E-mail preferred to ruiz-helmcp@courts.mi.gov, or mail cover letter and resume by May 4, 2006 to:

Human Resources
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909

AN EQUAL OPPORTUNITY EMPLOYER